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**Automated Permit
Application System**

Virginia Department of Transportation
Automated Permit Application System
Version 5.0

Virginia Department of Transportation
NOVA District Fairfax Permits
Automated Permit Application System V 5.0

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Program Information

This program has been developed to facilitate the VDOT permit application process. Using the VDOT Automated Permit Application System (APAS), the customer inputs the data required by VDOT for the permit application(s), then exports the data to a disk. This disk is then submitted to NOVA Fairfax Permits as part of the permit application package. The customer can also print the permit application form.

Minimum System Requirements
Windows 95 or higher, 32 MB of RAM, 32-bit processor, CD-ROM and floppy drive

Software Requirements
This program operates in a Runtime version of Microsoft Access. It is not necessary to have Microsoft Access software installed on your computer.

Installation
Insert the CD into your CD drive. Click START, RUN, and type D:/setup.exe (where D is the CD drive). The installation program will begin. Follow the prompts to complete the installation.

To run the program, click on START, PROGRAMS, VDOT APAS V5, VDOT APAS V5.

Main Screen

Create Permit File – Page 3, 4, 5, 6

Track Permits – Page 9

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Entering Permit Data

1. On the main screen, click on the **Create Permit File** button.
2. Click on the **Add New Permit Record** button to add a new record or the **Copy This Record** button to add a record that is similar to the one displayed.
3. Complete the form as explained below:

Application Date:	The date that the application will be submitted to VDOT.
Ext. Permittee No.:	Your extended permittee number is a combination of your Federal Tax-ID number and a location ID number assigned by our system. To obtain your extended Permittee Number, contact our office.
Job #	Permittee assigned job or reference number for this permit. Entrance & Plumbing Permits: Site Address (e.g. 1234 First St) Site Plan Permits: "@" Site Plan Number (e.g. @5468-SP-01-3)
Application #:	Reference number for this batch of permits. Enter your company initials followed by the application month and day. For example, Dominion Virginia Power submitting an application on August 29, 2002 should have an application number of DVP0829.
Add Type:	Entered by APAS
County Code:	Select "29" for Fairfax County and "00" for Arlington County.

Entering Permit Data (continued)

Bond Amount:	The total dollar amount of the surety.
Obligation Amount:	The dollar amount of the portion of the bond that will be obligated to this permit.
Surety Company Name:	The name of the bond company if the surety is a bond; the name of the bank if a letter of credit is posted; or the name of the bank account that the check is drawn from if a check is posted.
Bond Type:	Select "BC" for a continuous bond or "SP" for a single performance bond (one-time use).
Surety Type:	Select "B" for bond, "L" for letter of credit, "C" for check, or "R" for resolution.
Permit Function:	A list of individual work items abbreviated. Select from the drop box. If multiple functions are necessary, select the first function and type the rest. For example, for street tie-in, waterline, pavement marking, and storm sewer, you would select "ST" for street tie-in, then type in "WL" for waterline, "PM" for pavement marking, and "SS" for storm sewer so that the display reads "STWLPMSS." A maximum of five work items may be entered.
Check / Coupon / MO #	The coupon number, money order number, or check number used to pay the fees for this permit.
Surety Account #:	The surety account number (Bond, Letter of Credit, Check)
Total Fee:	Entered by APAS

Entering Permit Data (continued)

Work Primary Location

Select a Street Name

ROUTENO: TAXMAP:

Work Relative Location

Between

Street Name: VDOT Route #   *and* Street Name: VDOT Route #:

Street Name:	For all street name fields, select the appropriate street name from the list.
Route Number:	This field should be automatically filled by the system with the route number corresponding to the street name entered.
Tax Map:	Select the Fairfax County tax-map number that the project is located in from the list. If the project spans multiple tax-maps use the tax-map of the starting point.

Work Description

Line 1:
Line 2:
Line 3:
Line 4:

Work Description:	Enter a description of proposed work. The description should be limited to a general description of each work item. Examples: "Turn lane, storm sewer, water line, drainage structure" or "Construct one driveway entrance."

Entering Permit Data (continued)

Fees

Permit Term Requested: [ ]

	Description	Amount
Line 1:	[ ]	0
Line 2:	[ ]	0
Line 3:	[ ]	0
Line 4:	[ ]	0
		Total Fees: [ ]

Save This Record   **Exit**

Permit Term Requested:	Length of time required to complete the permitted work (including site work).
Description (Fees):	Enter the specific details of each proposed work item. It may be necessary to combine work items on a line so that all work items are listed. Examples: "350' turn lane, 400' waterline, 2' drainage structures, 500' sidewalk, 500' curb/gutter" or "1 private entrance, 1 sewer connection" *For site plans, use the bond estimate worksheet information to complete this section.
Amount (Fees):	Type the fees charged and paid for all work items in the description line. Fees are different than bond amounts.
Total Fees:	This field is calculated by APAS.

Click on the **Save This Record** button. To add another permit record scroll to the top of the page and click on the appropriate button. When all permit records have been entered, click the **Exit** button at the bottom of the page to close the form.

Entering Owner/Agent Information

1. On the main screen, click on the **Add or Change Owner/Agent** button.
   - To clear the data on the screen click the **Clear Current Information** button.
   - To add a new owner and agent fill all of the fields with the information that will go on the permit application.
   - To change the current information on the screen click in the field that you want to change and edit the information.
2. Click the **Save and Close** button.

Printing a Permit Application

*If you are reprinting an application, unmark the record in **Track Permits (page 9)**.
1. On the main screen, click on the **Preview Permit Application** button.
2. Verify the information on the application.
3. If you are printing multiple applications, use the record navigation buttons at the bottom left of the screen to view them.
4. Go to **File, Print** to print the applications.
5. Go to **File, Close** to close the screen.
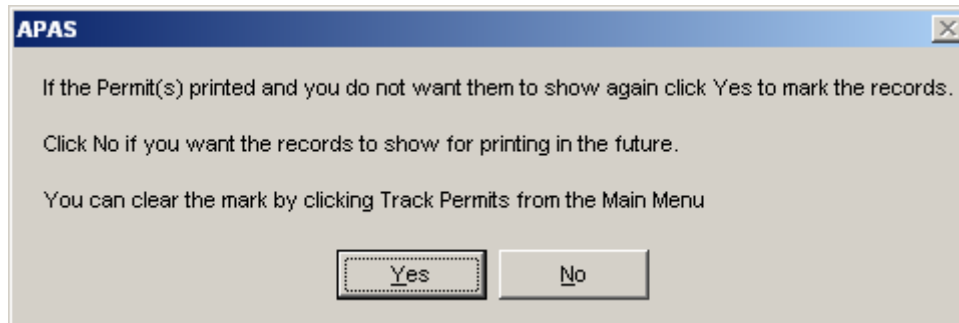
6. Click **Yes** if you do not want to print this permit again.
7. Click **No** if you want to print again later.

Exporting an Upload File to a Disk

*If you are re-exporting a record, unmark the record in **Track Permits (page 9)**.
1. On the main screen click the **Export Permit File(s) to Diskette** button.
2. Insert a 3½" floppy disk into your computer's floppy drive.
3. Click **OK**.
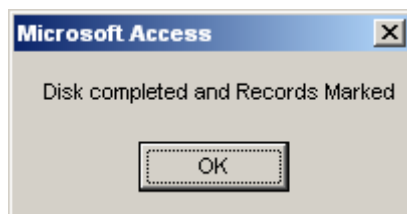
4. Click **OK**.
* If you get an error during export print the screen and send the screen shot and an explanation of your computer information and when the error occurred to Jessica.Mata@VDOT.Virginia.gov.

Exporting an Upload File to a Folder

*If you are re-exporting a record, unmark the record in **Track Permits (below)**.
1. On the main screen click the **Export Permit File(s) to Diskette** button.
2. Click **OK**.

Microsoft Access

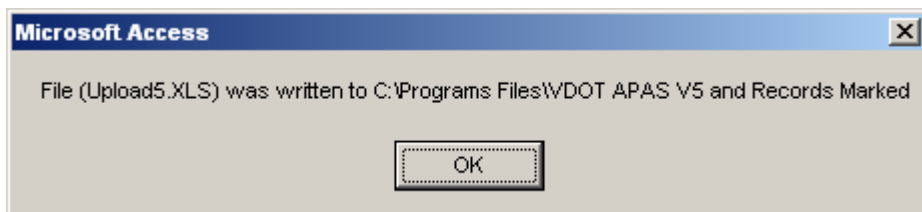File (Upload5.XLS) was written to C:\Programs Files\VDOT APAS V5 and Records Marked

OK

3. Click **OK**.
4. Go to **C:\Program Files\VDOT APAS V5**.
5. Transfer **upload5.xls** to a disk (CD or floppy) for submittal.
*If you get an error during export print the screen and send the screen shot and an explanation of your computer information and when the error occurred to Jessica.Mata@VDOT.Virginia.gov.

Tracking Permits

1. On the main screen click the **Track Permits** button.
   - To reprint a permit application: Locate the record and uncheck the box under the **Permit Printed** column.
   - To edit an exported record: Locate the record and uncheck the box under the **Written to Disk** column.
   - To re-export an exported record: Locate the record and uncheck the box under the **Written to Disk** column.
   - To delete a record: Locate the record and click the **Delete This Record** button to the left of the record.
2. Click the **Exit** button.

		Application Date	Permitee No	Job No	Appli-cation No	Street	Route No	Written to Disk	Permit No	Expiration Date	Permit Printed
▶	Delete This Record	12/27/2004	123456789-9	@MY SITE PLAN	MCN1227	ABBEY GLEN CT	6818	☐	0		☐
✱	Delete This Record	12/27/2004						☐	0		☐

Updating Route Information

3. A Microsoft Excel file will be sent to you via. Email.
4. Copy the excel file to **C:\Program Files\VDOT APAS V5**.
5. On the main screen click the **Import New Route Table** button.
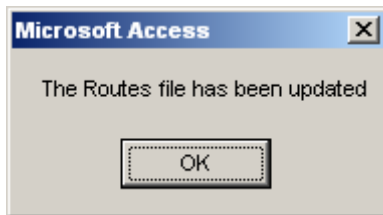
6. Click **OK**.

Creating an Upload Disk - Step by Step Instructions

1. On the main screen click the **Create Permit File** button.
2. Fill all of the fields on the form.
3. Click the **Save This Record** button at the bottom of the screen.
4. Click the **Exit** button at the bottom of the screen.
5. On the main screen click the **Add or Change Owner/Agent** button.
6. Fill all of the fields on the form.
7. Click the **Save and Close** button at the bottom of the screen.
8. On the main screen click the **Preview Permit Application** button.
9. Verify the information.
10. Go to **File, Print** to print the application.
11. Go to **File, Close** to close the screen.
12. Click **Yes** if you are not going to print the application again, **No** if you want to print it again later.
13. On the main screen click the **Export File(s) to Diskette button** OR the **Export File(s) to Folder** button.
14. Follow the directions on the screen.
15. On the main screen click the **Exit** button.
16. If you exported to a folder, go to **C:\Program Files\VDOT APAS V5** and transfer the **upload5.xls** file to a disk (CD or floppy).

Frequently Asked Questions

Q: Instead of "Permittee Number", APAS now has an "Extended Permittee Number" field. What is an extended permittee number?

A: Your extended permittee number is a combination of your Federal Tax-ID number and a location ID number assigned by our system. An extended permittee number is only assigned for a particular Federal Tax-ID number once a permit has been applied for using that Tax-ID number, and is different for each contact/location for a company even if they have the same Federal Tax-ID number.

Q: How do I find out what my "Extended Permittee Number" is?

A: If you (the owner) have never applied for a permit before use your Federal Tax-ID number with no dashes. If you have applied for permits before, contact our office at (703) 383-2888. You must have your Federal Tax-ID number, along with your address, contact name, and phone number so we can verify your information.

Q: What is my "Application No."?

A: It is a reference number for the batch of permits. It should be the same for all permit records that will be submitted as part of the batch. Enter your company initials followed by the application month and day. See page 3 for more information.

Q: I entered the street name, tabbed over to the tax map number field, and the street name changed. How do I correct this?

A: Using your mouse, click into the **Street Name** field for the street that changed. Locate the correct street name by either typing the name in or selecting the name from the drop down menu. Without tabbing, click into one of the **Work Description** lines.

Q: My job is located in Arlington County, and I am not within the Fairfax County tax-map boundaries. What do I put for my tax-map number?

A: 0-0

Q: Which check number should I put in the Check/Coupon/MO No. field if I have a check for my fees and a check for my surety?

A: Both. Enter your fee check number first and surety check number second separated by a comma (e.g. "2234,46998").

Q: I have submitted my permit disk but it was rejected. How do I access the record to change it and put it on another disk?

A: On the main form, click on the **Track Permits** button. Locate the record that you would like to change and rewrite to disk, and uncheck the **Written to Disk** box for that record. See page 9 for more information.

Q: I have several permit applications that I want to submit at the same time. They all require APAS disks. Do I need to submit three separate disks?

A: No. Several permit applications submitted together is a batch. There should only be one disk per batch, one file per disk. You should enter all three permit files in APAS, and export to disk once. You will end up with an MS Excel file on the disk with three rows.

Q: What should I do if I get an error while running APAS?

A: Contact our office at (703) 383-2888 or email Jessica.Mata@VDOT.Virginia.gov. When calling, you should have a printout of the error available or the error still on the screen. Emails should include a screen shot of the error and information about your computer.